United Nations ST/SGB/2018/4

Secretariat

11 July 2018

Secretary-General's bulletin

United Nations mandatory learning programmes

The Secretary-General, for the purpose of informing staff about the current mandatory learning programmes for staff members of the United Nations Secretariat, regardless of their level, function or duty station, promulgates the following:

Section 1
Aim

In accordance with Article 101 of the Charter of the United Nations, the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence, and integrity". The aim of mandatory programmes is to build a common foundation of knowledge and promote a shared organizational culture among staff of the Organization.

Section 2
Implementation, monitoring and compliance

Staff members are to complete the self-paced mandatory learning programmes within six months of the issuance of the present bulletin, or within six months of joining the Organization or assuming a role for which additional learning is mandatory. The annex to the present bulletin contains the list of mandatory learning programmes according to role, category/level or duty station. For instructor-led training, staff are recommended to enrol and complete the training within one year. Supervisors and heads of departments and offices are responsible for ensuring compliance with mandatory learning requirements and shall allocate sufficient time for staff members to complete them as part of their official duties. Staff members are responsible for checking their requirements for mandatory training and ensuring that they are up to date with the programmes.

Section 3
List of mandatory learning programmes

The annex to the present bulletin contains the list of mandatory learning programmes for staff members of the United Nations Secretariat. More information can be found on the human resources portal (https://hr.un.org/page/mandatory-learning).

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Section 4
Final provisions

4.1 The present bulletin shall enter into force on the date of its issuance.

4.2 Information circular ST/IC/2017/17 entitled "United Nations mandatory learning programmes" is hereby abolished.

(*Signed*) António **Guterres**
Secretary-General

Annex

List of mandatory learning programmes for staff members of the United Nations Secretariat

Mandatory courses for all staff members

Basic security in the field II: staff safety, health and welfare (certificate valid for three years)[1]

Prevention of sexual harassment and abuse by United Nations personnel — working harmoniously (all staff are required to complete the revised 2017 version even if they have completed the previous version entitled "Prevention of workplace harassment, sexual harassment and abuse of authority in the workplace")

Prevention of sexual exploitation and abuse by United Nations personnel

HIV/AIDS in the workplace orientation programme (available online or as a half-day instructor-led programme)

Ethics and integrity at the United Nations

Information security awareness — foundational

United Nations human rights responsibilities

I know gender: an introduction to gender equality for United Nations staff

Preventing fraud and corruption at the United Nations

In addition to the above-mentioned mandatory courses for all staff members, below is a non-exhaustive list of additional mandatory courses for certain roles, categories/levels of staff members across the Organization:

Mandatory learning for all supervisors

Performance Management and Development Learning Programme for Managers and Supervisors

Prevention of sexual exploitation and abuse by United Nations personnel: managers and commanders

Mandatory learning for staff members at the P-4 and P-5 levels

Management Development Programme, Parts 1 and 2

Mandatory learning for staff members at the D-1 and D-2 levels

United Nations Leaders Programme (enrolment only through the Office of Human Resources Management)

Mandatory learning for staff members at the Assistant Secretary-General and Under-Secretary-General levels

Induction programme for senior leaders

[1] Please note that the online courses entitled "Basic and advanced security in the field" will be replaced by a single course entitled "BSAFE" in late 2018.

Mandatory learning for staff participating in interview panels

Competency-based selection and interviewing skills (including a module on unconscious bias)

Mandatory learning for staff members working in procurement[2]

Fundamentals of procurement

Ethics and integrity in procurement

Best value for money

Overview of the Procurement Manual

Acquisition planning

Contractual issues in purchasing

Contract management

Mandatory learning for staff travelling to non-headquarters duty stations and missions

Advanced security in the field[3]

Mandatory learning for staff, up to and including the D-1 level, deploying to field missions led by the Department of Peacekeeping Operations

Civilian pre-deployment training

Mandatory learning for all staff arriving at a peacekeeping mission

Mission-specific induction training

Mandatory learning for all staff arriving at a duty station for which completing the course entitled "Safe and secure approaches in field environments" is a requirement

Safe and secure approaches in field environments

Mandatory training for newly appointed senior leaders in peacekeeping operations at the D-2, Assistant Secretary-General and Under-Secretary-General levels

Senior Leadership Programme

Mandatory learning for all staff of the Department of Peacekeeping Operations and the Department of Field Support and at field missions led by the Department of Peacekeeping Operations

Information sensitivity in peacekeeping

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[2] Other staff members who are involved in the acquisition and contract management process are strongly encouraged to complete these courses.

[3] Please note that the online courses entitled "Basic and advanced security in the field" will be replaced by a single course entitled "BSAFE" in late 2018.